

MINUTES

INTERIOR DESIGNER EVALUATION AND EXAMINATION COMMITTEE

January 11, 2016

Public Session

I **CALL TO ORDER**

The regularly scheduled meeting of the Committee was called to order at 9:08 a.m. in the Union Conference Room on the third (3rd) floor at 124 Halsey Street, Newark, New Jersey.

PARTICIPANTS		PRESENT	ABSENT	EXCUSED
Chair	Suzan Santiago	(X)	()	()
Committee Member	Diane Goté	(X)	()	()
Committee Member	Susan Mauro	(X)	()	()

Committee Member Interior Designer
Committee Member Interior Designer

OTHERS PRESENT: Charles Kirk, Acting Executive Director, NJ Board of Architects; Michelle Albertson, Deputy Attorney General; Margaret Hinkley, Secretary to the Executive Director of the Board of Architects.

II **OPEN PUBLIC MEETINGS ACT**

The statement required by Chapter 231, public laws of 1975, the "Open Public Meetings Act," was read and it was announced that notice of this meeting was prepared in the office of the Board of Architects and mailed to the Secretary of State, the Newark *Star-Ledger*, the Trenton *Times*, the Camden *Courier-Post*, the *Record* and the Atlantic City *Press*.

III **APPROVAL OF MINUTES**

July 13, 2015

ACTION: Ms. Goté motioned to approve the minutes as presented. Ms. Mauro seconded the motion. It passed unanimously.

IV **ANNOUNCEMENTS**

Ms. Goté announced that she recently attended an NCIDQ meeting in Atlanta, Georgia. NCIDQ has changed its corporate name to CIDQ. CIDQ has plans to go international and developing licensing qualifications for other countries. CIDQ has elected a new executive director, Tom Banks. The entire exam will be computerized in 2017.

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V OLD BUSINESS

A Responses to questions from the 2014/2016 renewal.

1 Mary Friend - ID000355

Summary: Ms. Friend responded “no” to the continuing education question on the 2014/16 renewal form. On March 23, 2015, the Committee reviewed a response letter dated October 27, 2014 concerning her continuing education. Subsequent to reviewing the submitted information, the Committee determined to inform her that there is no provision for carry over credits therefore she has ninety (90) days to obtain the required twelve (12) continuing education credits of which at least six (6) hours must concern health, safety issues related to interior design services.

11/02/2015 Copy of an August 10, 2015 letter with a list of courses and certificates from Mary Friend for the Committee’s review.

ACTION: Ms. Goté motioned to accept the submitted continuing education credits. Ms. Mauro seconded the motion. It passed unanimously.

2 Hal Banker - ID000396

Summary: Mr. Banker responded “no” to the continuing education question on the 2014/16 renewal form. On March 23, 2015, the Committee reviewed a response letter dated October 27, 2014 concerning her continuing education. Subsequent to reviewing the submitted information, the Committee determined to inform him that there is no provision for carry over credits therefore she has ninety (90) days to obtain the required twelve (12) continuing education credits of which at least six (6) hours must concern health, safety issues related to interior design services.

11/02/2015 Copy of an August 22, 2015 letter with certificates from Hal Banker for the Committee’s review.

ACTION: Ms. Mauro motioned to accept the submitted continuing education credits. Ms. Goté seconded the motion. It passed unanimously.

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3 Martha Hatrak - ID000404

Summary: Ms. Hatrak responded “no” to the continuing education question on the 2014/16 renewal form. On March 23, 2015, the Committee reviewed a response letter dated October 27, 2014 concerning her continuing education. Subsequent to reviewing the submitted information, the Committee determined to inform her that approval of courses noted on her IDCEC dashboard page could not be reviewed because there were no dates provided and no indication of which courses are health, safety and welfare and she has ninety (90) days to obtain the required twelve (12) continuing education credits of which at least six (6) hours must concern health, safety issues related to interior design services.

11/02/2015 Documentation from Martha Hatrack for the five hsw credits are attached for the Committee’s review.

ACTION: Ms. Goté motioned to advise Ms. Hatrack that the Committee accepted 2 credits submitted for bath planning to her original list of 7 continuing education hours for a total of 9 hours with 6 hours in health, safety and welfare issues. Therefore Ms. Hatrack is short three (3) general continuing education credits. Ms. Hatrack needs to supply the completion certificate for the three-hour course from Red Vector. She has 60 days to respond. Ms. Mauro seconded the motion. It passed unanimously.

B Audit of Continuing Education credits for the 2012/14 renewal period

Carol Franklin - ID000219

Summary: On September 30, 2014, a letter was sent requesting she submit documentation of her continuing education credits. On October 8, 2014, a second letter was sent requesting the documentation. On March 23, 2015, the Committee reviewed copies of the letters sent to Ms. Franklin and her three (3) response letters dated November 18, November 21 and December 8, 2014, and proof of the completion. Subsequent to reviewing the submitted information, the Committee determined that Ms. Franklin is one credit short in health, safety and welfare issues and she has three weeks to provide the information needed.

1/11/2016 Attached are copies of certificates for continuing education courses taken for committee review.

ACTION: Ms. Mauro motioned to accept the submitted continuing education credits. Ms. Goté seconded the motion. It passed unanimously.

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VI APPLICATION REVIEW

The following individual has applied for certification and are submitted for review:

Erin Jimenez

Lynne Vreeland

ACTION: Ms. Mauro motioned to approve the above two individuals for certification. Ms. Santiago seconded the motion. Ms. Goté recused herself from review of Ms. Jimenez's application. Motion carried.

VII PUBLIC COMMENTS

Seeing no one from the public present, Ms. Santiago proceeded to the next item on the agenda.

VIII NEXT MEETINGS

March 7, 2016

Regular Meeting

Union Room - 3rd Flr.

May 2, 2016

Regular Meeting

Union Room - 3rd Flr.

IX ADJOURNMENT

Ms. Goté motioned to adjourn the meeting at 12:30pm. Ms. Mauro seconded the motion. It passed unanimously.